

Creating an AmeriCorps VISTA Service Opportunity Listing

What you need before getting started

- ☐ Do you have an eGrants user account? (For more information read the “[Creating an Account in eGrants](#)” resource.)
- ☐ Do you have enough details about your organization and the AmeriCorps VISTA position to complete the Service Opportunity Listing?
- ☐ Do you have a short, two-line description or “teaser” for the VISTA position?
- ☐ Do you have a concise program description?

Process Overview

1. Gather details about your organization and VISTA position(s) by reviewing the Service Opportunity Listing Step-by-Step instructions below

This document mirrors the Service Opportunity Listing form in My AmeriCorps including all fields and drop-down menu options. Use this document as a worksheet to gather information. Collecting this information in advance of logging into the system ensures you have all the details needed to complete your listing the first time.

2. Draft content in advance

Review the [Marketing for Recruitment](#) resource on the VISTA Campus for ideas and suggestions for crafting a compelling two-line teaser and program description.

A. **The Two-Line Teaser** is limited to 200 characters. The more complete and enticing your listing the more applicants you will attract.

B. **The program description** is limited to 2,000 characters or less.

3. Enter the Service Opportunity Listing into My AmeriCorps

My AmeriCorps is the member portal for eGrants. Applicants will view and apply for VISTA positions through the portal.

Step-by-Step Instructions for entering a Service Opportunity Listing in My.AmeriCorps.gov

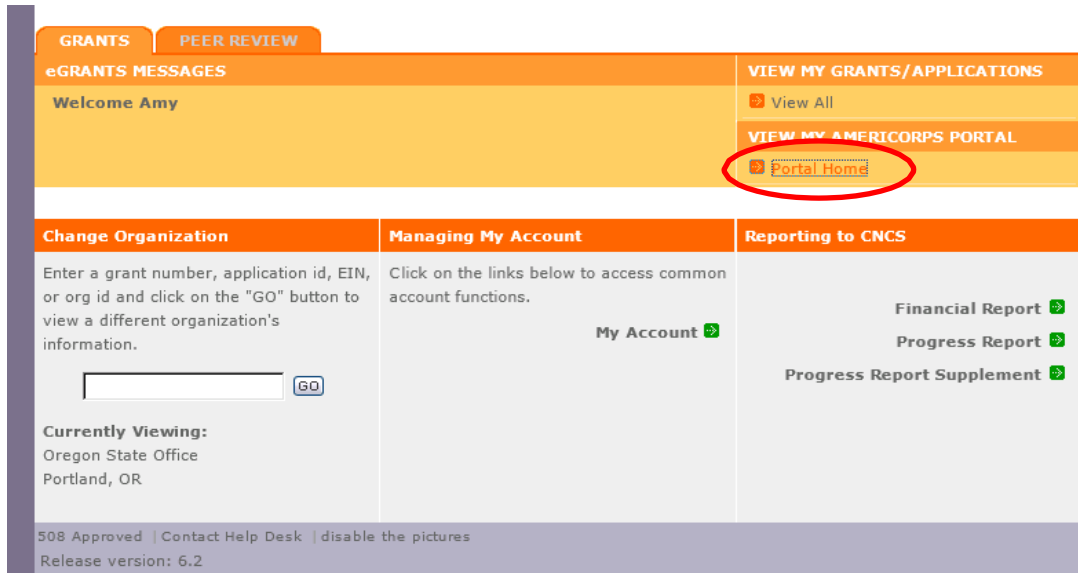
Note:

Log in to eGrants using Internet Explorer (IE) for best results.

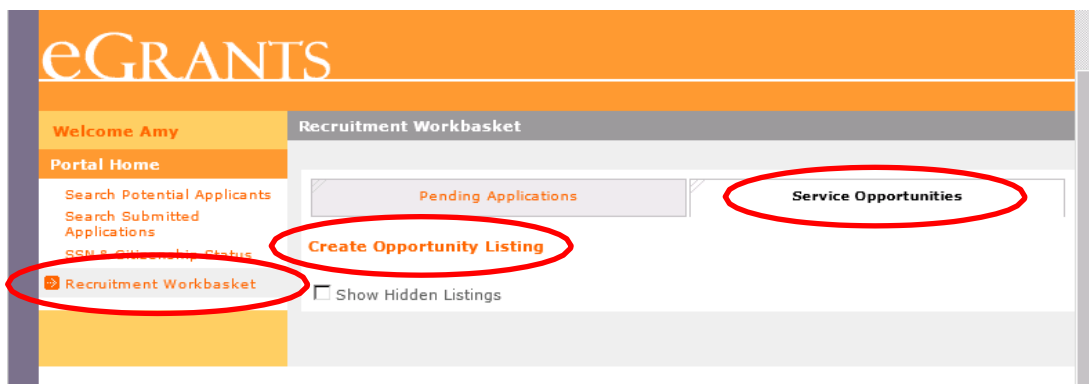
Copy and paste text from an existing document, into My AmeriCorps rather than directly entering your text into the system. We recommend you develop an opportunity listing sample as indicated in the marketing for [recruitment resource](#). Pay attention to the language you use and avoid acronyms and insider language.

Avoid using special characters in the description, including hyphens or apostrophes. These often appear as the character “ı” in the final listing.

1. Log in to eGrants at: <https://egrants.cns.gov/espan/main/login.jsp>.
2. Connect to the My AmeriCorps Portal and access the Service Opportunities section. Go to: Portal Home.



3. Create a new Opportunity Listing by accessing the Recruitment Workbasket.
4. From the Recruitment Workbasket choose Service Opportunities and then Create Opportunity Listing.



5. Enter Listing Details (screen 1).
 - a. Do you want to make listing available now?
☐ Yes
☐ No

Note:

To publish your listing and begin receiving applications immediately, click “Yes” to the question “Do you want to make this listing available now?” If you click “No” the listing will not be “live” and thus hidden from potential applicants.

b. Enter project name

Note:

This will also serve as a title of the VISTA position, and the first thing an applicant will see. Although this field asks for project name, you should put the TITLE OF THE VISTA POSITION here."

c. Enter project type from the drop-down options:

- ☐ AmeriCorps NCCC
- ☐ AmeriCorps NCCC Team Leaders
- ☐ AmeriCorps State/National
- ☐ AmeriCorps VISTA
- ☐ AmeriCorps VISTA Leaders

Note:

Enter either AmeriCorps VISTA or AmeriCorps VISTA Leaders.

d. Program code (automatically populated according to grant number)

e. Enter start and end dates

Start date: _____ (mm/dd/yyyy)

End date: _____ (mm/dd/yyyy)

Note:

Insert the start and end dates for the VISTA member(s) service year, not for your project. For example, for VISTA candidates attending the July 13 - 16, 2017 PSO, the service start and end dates should be 07/17/2017 to 07/16/2018. It is essential that your start dates reflect real-time dates in the portal, as these are among the first pieces of information that prospective applicants search for when looking for programs to apply to. Even if you have a rolling start date, it is important to ensure that you update your desired start dates on a quarterly basis.

6. Enter term of service:

- ☐ Full-Time
- ☐ Part-Time
- ☐ Summer

Note:

Enter either Full-Time or Summer for Summer Associates. Part-time terms are not available for VISTA.

a. Enter contact information for recruiter

First Name _____ Last Name _____

Street Address 1 _____

Street Address 2 _____

City _____ State ____ Zip ____ +4 _____

E-mail _____

Fax Number _____

Website http:// _____

Note:

Enter the name and contact information for the person who will be accepting and managing the VISTA applications.

- b. Choose the state or states in which you will have members from the drop-down options (choose multiple selections if applicable):

Alabama	Kentucky	Oklahoma
Alaska	Louisiana	Oregon
American Samoa	Maine	Pennsylvania
Arizona	Maryland	Puerto Rico
Arkansas	Massachusetts	Rhode Island
California	Michigan	Saipan
Colorado	Minnesota	South Carolina
Connecticut	Mississippi	South Dakota
Delaware	Missouri	Tennessee
District of Columbia	Montana	Texas
Florida	Nebraska	Utah
Georgia	Nevada	Vermont
Guam	New Hampshire	Virgin Islands
Hawaii	New Jersey	Virginia
Idaho	New Mexico	Washington
Illinois	New York	West Virginia
Indiana	North Carolina	Wisconsin
Iowa	North Dakota	Wyoming
Kansas	Ohio	

- c. Choose the metropolitan area or areas in which your members will serve from the drop-down options (choose multiple selections as applicable):

Atlanta Boston Chicago	Philadelphia/Wilmington/Atlantic City
Cleveland/Akron	
Dallas/Ft. Worth	Phoenix/Mesa
Detroit/Ann Arbor/Flint	Pittsburgh
Houston/Galveston	San Francisco/Oakland/San Jose
Los Angeles/Orange County	Seattle/Tacoma/Bremerton
Miami/Ft. Lauderdale	Washington/Baltimore
New York City (including Long Island, CT, NJ, NY)	

7. Create Listing (screen 2)

- a. Enter a brief two-line description of the program (200 characters or less)

Note:

This is commonly referred to as the “Two-Line Teaser” because this description will be the first thing an applicant sees when they view your opportunity listing. It is very important to include a “hook” to attract candidates to click and learn more about the opportunity. You do not want to sound identical to the hundreds of other listings in the system. For examples of compelling teasers, refer back to the [“Crafting Compelling Opportunity Listings”](#) webinar on the VISTA Campus.

- b. Enter your program description (2,000 characters or less)

Note:

This section includes the “who, what, when, where, why, and how” of your position.

Create this listing based on the VAD and your ideal candidate profile. Consider the following when crafting your listing:

- Who are you? (What is your organization, mission, history, and role in the community?)
- Where are you located? (What are the unique features and benefits of your location?)
- What will members do? (Use VAD to develop brief list of tasks. Use active words that convey challenge and excitement, and that describe the capacity-building activities your members will do.)
- What specific attributes and skills are you looking for? (For example, do you need someone with advanced public speaking skills or “x” number of years’ experience in disaster services?)
- Why should people join your project? (What are the benefits? What will they learn? What will they accomplish? What do you offer that’s unique? Will there be opportunities for travel, networking, or trainings?)
- What are the start and end dates of your project?
- How does someone get more information? (mail, phone, e-mail)
- If candidates are moving from out of town, what would you want them to know about your city/town/community?

c. Are you accepting applications now?

☐ Yes

☐ No

d. Include the dates for acceptance of applications

Accepting applications from: _____(mm/dd/yyyy)

Application deadline: _____(mm/dd/yyyy)

Note:

Consider setting your application deadline well in advance of your Corporation State Office deadline so you have time to interview and screen candidates before the deadline. If you miss the deadline you may be unable to fill your VISTA position. Please use the [“VISTA Member Recruitment Calendar Tool”](#) on the VISTA Campus to find the optimal application acceptance and deadline dates. If you have a rolling application deadline, it is imperative that you check back in to your listings regularly to push the new deadline forward, otherwise your listing will have past-due deadlines, causing confusion for applicants.

e. Do you accept AmeriCorps application? ☐ Yes ☐ No

Note:

To publish your listing click “Yes” to the questions “Are you accepting applications now?” and “Do you accept AmeriCorps application?”

f. If your organization requires a separate application, outside of the My AmeriCorps system, how do applicants get it?

Phone: _____

Email: _____

Website http:// _____

g. Select information about the benefits your program offers

Standard benefits to select for VISTA members include:

- Childcare assistance if eligible
- Choice of education award or stipend
- Education award upon successful completion of service
- Health coverage
- Living allowance
- Relocation allowance
- Training
- Other: _____

Note:

For details about AmeriCorps VISTA healthcare benefits, please visit <http://www.vistacampus.gov/healthcare>.

Other benefits can be entered into a text box. These might include optional benefits provided by your organization such as:

- Housing
- Meal plans
- Transportation

Note:

NEVER include “SNAP” or “Food Stamps”. It is always a great idea to list benefits specific to your program such as housing supplements or transportation assistance.

h. Select terms and conditions of member service that apply to your program

Note:

All VISTA Members are expected to comply with the Standard Terms of Service. Consider listing these terms in your description:

- 18 years old
- US Citizens, nationals, or legal residents
- Successfully complete a criminal background check.
- VISTA is a full-time commitment
- Political advocacy, organizing or demonstrating while on VISTA duty, or while perceived to be on duty, is prohibited

Other conditions requested by your organization and selected on your behalf by your State Office might include:

- Car recommended
- Permits attendance at school during off hours
- Uniforms provided and required

8. Complete Listing Information (screen 3)

a. Enter minimum age

Note

18 years old is the minimum age for a VISTA member.

- b. Select desired education level from the drop-down options:

Associates degree (AA)
College Graduate
Some college
Graduate degree (e.g. MA, PhD, MD, JD)
High school diploma/GED
Less than High School
Technical school/apprenticeship/vocational

- c. Enter information about skills would you like potential members to possess from the drop-down options:

Counseling	Public Speaking
Architectural Planning	Recruitment
Business/Entrepreneur	Teaching/Tutoring
Communications	Trade/Construction
Community Organization	Writing/Editing
Computers/Technology	Youth Development
Conflict Resolution	General Skills
Education	Environment
Fine Arts/Crafts	Non-Profit Management
First Aid	Social Services
Fundraising/Grant Writing	Urban Planning
Law	Disaster Services
Leadership	Veterans
Medicine	Teamwork
Public Health	

Note:

Applicants use these fields as keywords when searching for positions, so be sure these are accurately linked to your program.

- d. Enter language requirement (if any) from the drop down options:

Arabic	Italian
American Sign Language	Japanese
Chinese	Korean
Creole	Polish
English	Portuguese
French	Russian
German	Spanish
Greek	Thai
Hmong	Vietnamese

- e. Provide details about what your AmeriCorps VISTA member will do and other information about the position and community (limited to 1000 characters or less).

Note:

This text appears in the “member duties” section of the posting and outlines what the members will do during their year. Refer to the VAD to draft details about duties.

- f. Define the field of service areas in which your members are serving from the drop-down options:

Community and Economic Development	Health
Community Outreach	Hunger
Children/Youth	Hurricane Katrina
Disaster Relief	Homelessness
Education	Housing
Entrepreneur/Business	Homeland Security
Elder Care	Neighborhood Revitalization
Ex-Offender Reentry	Public Safety
Environment	Technology

Disclaimer: The fields and options listed in this document are subject to change. Consult the My AmeriCorps Service Opportunity Listing in My AmeriCorps for the current list of field options. (Updated May 2017)